

Meeting Minutes

Solid Waste Advisory Committee

Friday, November 6, 2020

12:30 PM

6th Floor Boardroom

625 Fisgard St.

Victoria, BC V8W 1R7

PRESENT:

M. Coburn, J. Collins, S. Gose, L. Jenson, K. King (EP), M. Kurschner (EP), E. Latta, M. McCullough (EP), A. Meisen, D. Monsour, J. Oakley (EP), J. Olsen, K. Seifried (EP), J. Shaw, J. Smith (EP), R. Speller (EP), N. Taylor (Chair), R. Tooke, C. Tuggle (EP), S. Wiebe, S. Young Jr. (Vice Chair) (EP)

Staff: A. Chambers, Senior Administrative Secretary, Environmental Resource Management (ERM) (Recorder); W. Dunn, Project Coordinator, ERM; R. Smith, Senior Manager, ERM, Melanie Tromp-Hoover, Supervisor, Communication & Education Development, Environmental Protection; T. Watkins, Manager, Policy & Planning, ERM

Guests: M. Walker (Maura Walker & Associates (EP))

Regrets: J. Hillis

EP - Electronic Participation

The meeting was called to order at 12:34 pm.

1. Territorial Acknowledgement

2. Approval of Agenda

Agenda for the November 6, 2020 Solid Waste Advisory Committee meeting.

MOVED by J. Shaw, SECONDED by D. Monsour
That the agenda be approved as circulated.
CARRIED

3. Adoption of Minutes

Minutes from the October 2, 2020 Solid Waste Advisory Committee meeting. Amend Item 8, Other Business, by adding text: *is currently "requesting offers from qualified candidates to provide support for the development of Key Performance indicators and Targets for Zero Waste Victoria". The response date is October 6, 2020 and he wondered about coordination with CRD thinking after City of Victoria.*

MOVED by A. Meisen, SECONDED by S. Gose
That the minutes of the October 2, 2020 Solid Waste Advisory Committee meeting be adopted as amended.
CARRIED

4. Chair's Remarks

Welcome to Margaret McCullough who was appointed by the Board on October 14. Margaret joins us on the committee as a representative of an *Environmental Organization* (Surfrider Foundation).

Welcome to James Collins who was appointed by the Board on October 14. James joins us on the committee as a representative of *Private Sector Industry Collection Service Providers* (Tymac Launch Services Ltd.)

Stew Young has resigned as Vice-Chair but will remain on the committee. At the December meeting, we will elect a new Vice-Chair. There will be a call for nominations at the December meeting and then a vote.

I want to thank those committee members who attended the Coast Waste Management Association in October and a thank you to M. Kurschner who presented at the conference.

5. SWAC Self-Assessment/Effectiveness Review

R. Smith provided an update on process and the steps of the self-assessment (Appendix A). The committee will complete this survey in December 2020, it will go to Environmental Services Committee in February 2021 with direction coming back to SWAC in March 2021. The following comments were made:

- Expand questions and include additional comments options for each of the questions
- This survey will be anonymous and can be completed electronically or in hard copy format and submitted in an envelope.
- SWAC members would like to see the summary of the questions and it was requested that the Chair signal to Environmental Services Committee the desire of the committee. The point of this survey is to improve effectiveness.

It was requested that the following two questions be added to the survey:

Since joining the Advisory Committee, please state the important advice that the Advisory Committee has been given.

MOVED A. Meisen, SECONDED D. Monsour

Do you think that the suggestions provided to CRD staff and consultants are being used effectively?

MOVED A. Meisen, SECONDED D. Monsour

That the two questions "Since joining the Advisory Committee, please state the important advice that the Advisory Committee has provided" and "Do you think that the suggestions provided to CRD staff and consultants are being used effectively?" be added to the self-assessment.

CARRIED

Question 7 should be removed from the survey and be directed towards Environmental Services Committee

MOVED K. King, SECONDED J. Olsen

That Question 7 “Do you believe the Advisory Committee provides recommendations to the Environmental Services Committee in a timely and effective manner” be removed from the self-assessment.

CARRIED

OPPOSED: S. Gose, L. Jensen, A. Meisen, D. Monsour, J. Shaw, R. Speller, R. Tooke

MOVED D. Monsour, SECONDED A. Meisen

Add wording to the Process section of the assessment after ESC to review... *and that the details and summary be shared with the Advisory Committee for review.*

CARRIED

6. Update on October 14, 2020 CRD Board – Staff Report: Solid Waste Management Plan – Next Steps

N. Taylor summarised the results of the Board meeting. The Board recommendation was:

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That the waste reduction target remain at 250 kg/capita/year by 2030 but goal 1 be changed to read "To surpass the provincial per capita waste disposal target and achieve 125 kg/capita/year";
2. That the Solid Waste Advisory Committee's recommended additions be added to the draft Solid Waste Management Plan; and
3. That staff proceed with community and local government consultation on the draft Solid Waste Management Plan, including targeted stakeholder consultation with residents in the areas of Hartland Landfill, Prospect Lake, Willis Point and Highlands.

R. Smith noted there was a motion arising from the Board meeting:

That staff report back on the first annual report on the Solid Waste Management Plan on measures that can be taken to achieve more aggressive waste reduction targets. R. Smith highlighted that the current strategies and actions will remain in the plan that work towards a 250kg/person target. In a years' time, a review will be done on how things are moving along and at that point the strategies and actions could be revisited.

R. Smith presented a slide on the timeline for finalizing the plan (Appendix B). M. Tromp-Hoover updated the committee on the approach for Phase Two Consultation (Appendix C). The second round of consultation will be done with Municipalities/Electoral Areas, First Nations, Neighbouring Regional Districts, General Public and Hartland Neighbours. Following consultation there will be a Phase Two Consultation report and these results will be incorporated in to the final plan. A discussion ensued and the following clarification was given on the Phase Two Consultation plan:

- SWAC will see the proposed consultation approach and the revised draft plan
- The consultation open houses will be done via *virtual townhall* tours and will be through a live stream on YouTube
- Consultation will be done using the November draft Solid Waste Management Plan (which includes feedback from SWAC and Board endorsement).
- There will be refinement to some materials from Phase One Consultation to ensure better consultation for Phase Two
- The consultation report will come back to Environmental Services Committee and the CRD Board for feedback and direction.

S. Gose brought forward the below motion and an extensive discussion ensued:

That the Solid Waste Advisory Committee recommends that the Environmental Services Committee recommend to the Capital Regional District Board that the potential additional actions required to achieve the 2/3 waste reduction by 2030, as outlined in Table 2 of the September 16, 2020 ESC staff report, be incorporated into the draft Solid Waste Management Plan.

MOVED S. Gose, SECONDED R. Tooke

The question was called on the main motion with amendments.

That the Solid Waste Advisory Committee recommends that the Environmental Services Committee direct staff to report back on options and recommendations on ways the potential actions, as outlined in Table 2 of the September 16, 2020 Environmental Services Committee staff report, can be incorporated after consultation and before the final draft Solid Waste Management Plan goes back to the Environmental Services Committee for approval.

MOVED R. Tooke, SECONDED L. Jensen

7. Other Business

There was no Other Business.

8. Next Meeting

The next Solid Waste Advisory Committee meeting is December 4, 2020.

9. Closing Comments

There were no closing comments.

10. Adjournment

The meeting was adjourned at 15:22 pm.

MOVED by A. Meisen, SECONDED by R. Tooke
That the Solid Waste Advisory Committee be adjourned.
CARRIED

CRD SOLID WASTE ADVISORY COMMITTEE SELF-EVALUATION, 2020

INTRODUCTION

The Solid Waste Advisory Committee (SWAC) evaluation process is designed to provide SWAC members with an opportunity to examine SWAC's effectiveness and make suggestions for improvement. The questionnaire is intended to be a tool that will engage SWAC members in an open and constructive dialogue about its performance and allow SWAC to identify where it needs to improve its performance.

PROCESS

In December 2020, each SWAC member will be asked to complete the questionnaire. Staff will summarize the input of SWAC members on a confidential basis and provide the summary for the Environmental Services Committee to review and that the details and summary be shared with the Solid Waste Advisory Committee for review.

1.	Do you think the Advisory Committee membership, as defined in the Terms of Reference, has an appropriate balance of skills, experiences and backgrounds? If No or Somewhat, please comment:	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>
2.	Do you think Advisory Committee meetings are properly focused on items identified by the SWAC Terms of Reference? If No or Somewhat, please comment:	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>
3.	Do you believe Advisory Committee meetings allow sufficient time to discuss the business at hand? If No or Somewhat, please comment:	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>

CRD SOLID WASTE ADVISORY COMMITTEE SELF-EVALUATION, 2020

4.	<p>Do you think Advisory Committee meetings allow for candid, constructive discussion and critical questioning?</p> <p>If No or Somewhat, please comment:</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>Somewhat</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
5.	<p>Do you find that pre-meeting materials clearly identify the significant issues, trends or developments for Advisory Committee discussion?</p> <p>If No or Somewhat, please comment:</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>Somewhat</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
6.	<p>Using a scale of 1 to 5 (1=poor, 5=excellent), how would you rate overall Advisory Committee performance to date? Why?</p>	<p>Rating</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>		
7.	<p>Do you have suggestions for improving the way in which the Advisory Committee functions?</p>			

8.	Since joining the Advisory Committee, please state the important advice that the Advisory Committee has provided.			
9.	Do you think that the suggestions provided to CRD staff and consultants are being used effectively?			

Timeline to Finalizing the Plan



- Phase 2 SWMP Consultation (Nov – Jan/Feb)
- Consultation results and staff recommended SWMP changes to SWAC (Mar)
- SWMP to ESC (April) / Board (May) for feedback and/or endorsement
- SWMP submitted to the Province for approval (June)

Solid Waste Management Plan Phase Two Consultation Approach

Purpose: In accordance with the guide to solid waste planning, the CRD will seek additional comments on the draft plan through a second phase of consultation. The phase two consultation report will summarize the feedback received and how this influenced the final plan. The phase two consultation report will enable interested parties to see how the plan addresses their comments or issues.

Timeline: mid-November 2020 to mid-January 2021

Consultation Approach:

Audience	Consultation Objective	Consultation Approach
Municipalities and Electoral Areas	<ul style="list-style-type: none"> Seek comment and feedback on the draft plan Seek endorsement of the draft plan 	<ul style="list-style-type: none"> Send the draft plan with a cover letter explaining the planning process to date and seeking endorsement Offer a presentation of the plan at council (Municipalities, First Nations) Offer a site tour of Hartland (W̱SÁNEĆ Leadership Council)
First Nations Communities		
Neighbouring Regional Districts		
General Public	<ul style="list-style-type: none"> Seek comment and feedback on the draft plan 	<ul style="list-style-type: none"> Place the draft plan on the website and invite comment via email to rethinkwaste@crd.bc.ca Issue a media release promoting the opportunity for comment Notify the public and interested parties through newspaper advertisements, social media and emails to stakeholders Host live moderated online information and Q&A session Post information session content to web/social media in vlog format following the event
Hartland Neighbours	<ul style="list-style-type: none"> Seek comment and feedback on the draft plan 	<ul style="list-style-type: none"> Promote phase 2 consultation opportunities directly to community associations Provide Hartland Tours and opportunity for direct conversations with Staff

Reporting Results: Following this consultation, the CRD will incorporate the results into the final plan. The proceedings and outcomes from phase two consultation will be documented into a phase two consultation summary report and included within the plan package that goes to the ministry for approval, and made available for public review, reported back to the Solid Waste Advisory Committee, Environmental Services Committee and CRD Board.